

requirement includes the capability to change the cutoff criteria of disposition instructions and to change the retention period(s) associated with a disposition.

C2.2.2.11. Recalculate the record life cycle based on changes to any life-cycle date and set the filing status of the folder (i.e., open, closed) according to the business rules associated with date change(s).

C2.2.3. Declaring and Filing Records

C2.2.3.1. RMAs shall provide the capability to associate the attributes of a record folder to a record. If the capability is already implemented, for categories to be managed at the record level, provide the capability to associate a record category to a record (part 1222.50 of Reference (g)).

C2.2.3.2. Table C2.T3 identifies mandatory record metadata components. The Mandatory Structure section indicates that the field shall be present and available to the user either as read/write or as read only depending upon the kind of data being stored. The Mandatory Data Collection section indicates that an RMA shall ensure population of the associated data structure with non-null values. The Mandatory Support section indicates that an RMA shall provide a capability to support creating and managing the metadata. Where data collection is not mandatory, an RMA shall behave in a predictable manner as a result of queries or other operations when the fields are not populated.

Table C2.T3. Record Metadata Components

Requirement	Record Metadata Component	Reference/Comment
Mandatory Data Collection		
	Record Identifiers, Markings, and Indicators	
C2.T3.1.	Unique Record Identifier	RMA shall ensure unique.
	Record Descriptors	
C2.T3.2.	Subject or Title	part 1234.22 of Reference (g)
	Record Dates	
C2.T3.3.	Date Filed	RMTF (Reference (y)); System Date, not editable.
C2.T3.4.	Publication Date	part 1234.22 of Reference (g)
	Record People and Organizations	
C2.T3.5.	Author or Originator	part 1234.22 of Reference (g)
C2.T3.6.	Originating Organization	part 1234.22 of Reference (g)

Requirement	Record Metadata Component	Reference/Comment
Mandatory Data Structure		
	Record Identifiers, Markings, and Indicators	
C2.T3.7	Supplemental Marking List	Multiple Supplemental Markings entry selections shall be supported (Director of Central Intelligence Directive (DCID) (Reference (z)), DoD Directive (Reference (aa)), DoD Regulation (Reference (ab)), DoD Directive (Reference (ac)), and DoD Regulation (Reference (ad))).
	Record Descriptors	
C2.T3.8.	Media Type	RMTF (Reference (y))
C2.T3.9.	Format	RMTF (Reference (y))
	Record Dates	
C2.T3.10.	Date Received	
	Record People and Organizations	
C2.T3.11.	Addressee(s)	Mandatory for correspondence.
C2.T3.12	Other Addressee(s)	Mandatory for correspondence (Reference (e), part 1234.22 of Reference (g), and Reference (ad)).
	Additional Metadata	
C2.T3.13.	Location	RMTF (Reference (y))
Mandatory Support		
C2.T3.14.	Organization-Defined Fields	Multiple Organization-Defined Fields shall be supported.

C2.2.3.3. RMAs shall provide the capability for only authorized individuals to create, edit, and delete record metadata elements or attributes, and their associated pick lists. RMAs shall provide a capability for only authorized individuals to indicate whether the field is constrained to a pick list and whether users can select more than 1 item from the list.

C2.2.3.4. RMAs shall provide the capability for authorized individuals to select where data collection for optional metadata fields is mandatory for a given organization.

C2.2.3.5. RMAs shall assign a unique computer-generated record identifier for each record they manage regardless of where that record is stored (Reference (y)).

C2.2.3.6. RMAs shall provide the capability to create, view, save, and print the complete record metadata, or user-specified portions thereof, sorted and/or grouped by user preference (Reference (y)).

C2.2.3.7. RMAs shall prevent subsequent changes to electronic records stored in their supported repositories. The contents of the records, once filed, shall be preserved (part 1222.50 of Reference (g) and Reference (y)).

C2.2.5. Filing Records to be Later Transferred or Accessioned to NARA

C2.2.5.1. Table C2.T5 identifies additional metadata for records to be transferred or accessioned to NARA that are additional to previously defined metadata and are mandatory for collection.

Table C2.T5. Record Metadata Components

Requirement	Record Metadata Component	Reference/Comment
Mandatory Data Collection		
Scanned Records		
C2.T5.1	Scanned Image Format and Version	NARA allows one of the following only; check with NARA (http://www.archives.gov/records-mgmt/initiatives/erm-products.html) for changes: Tagged Image Interchange Format (TIFF) 4.0 TIFF 5.0 TIFF 6.0 Joint Photographic Experts Group (JPEG) (all versions) Graphic Image Format (GIF) 87a GIF 89a Binary Image Interchange Format (BIIF) Portable Network Graphics (PNG) 1.0.
C2.T5.2	Image Resolution	Image resolution relative to image encoding standard.
Portable Document Format (PDF) Records		
C2.T5.3	Producing Application	Application used to render content to PDF.
C2.T5.4	Producing Application Version	
C2.T5.5	PDF Version	NARA allows versions 1.0 through 1.4 only; check with NARA for changes.
Digital Photographs		
C2.T5.6	Caption	Narrative text describing each individual image in order to understand and retrieve it. Standard caption information typically includes the "who, what, when, where, why" about the photograph.
Web Records		
C2.T5.7	File Name	The file name of each web site file shall not exceed 99 ASCII characters, and with the path the name shall not exceed 254 ASCII characters.
C2.T5.8	Web Platform	Include the specific software applications and where available intended browser applications and versions.
C2.T5.9	Web Site Name	Title of the website from the main entry page.

Requirement	Record Metadata Component	Reference/Comment
C2.T5.10	Web Site Uniform Resource Locator (URL)	Include the filename of the starting page of the transferred content.
C2.T5.11	Capture Method	Include name and description of harvester used. If PDF, include the software and version used to capture the PDF. If more than 1 clearly identify which content was captured by which method.
C2.T5.12	Capture Date	Date record was captured.
C2.T5.13	Contact	Point of Contact information for person responsible for capturing the web record.
Mandatory Support		
	Scanned Records	
C2.T5.14	Image Bit Depth	Bit Depth relative to the image encoding standard.
	PDF Records	
C2.T5.15	Creating Application	Application used to create initial record content, includes version.
C2.T5.16	Document Security Settings	Additional Security added during PDF rendering.
	Digital Photographs	
C2.T5.17	Photographer	Identify the full name (and rank, if military) and organization (agency, if Federal) of the photographer credited with the photograph, if available.
C2.T5.18	Copyright	Indicate for each image whether there is a restriction on the use of that image because of a copyright or other intellectual property rights. Agencies must provide, if applicable, the owner of the copyright and any conditions on the use of the photograph(s), such as starting and ending dates of the restriction.
C2.T5.19.	Bit Depth	Identify the bit depth of the transferred files.
C2.T5.20.	Image Size	Specify the image height and width of each image in pixels.
C2.T5.21.	Image Source	Identify the original medium used to capture the images.
C2.T5.22	Compression	Identify the file compression method used (if applicable) and the compression level (e.g., medium, high) selected for the image(s).
C2.T5.23	International Color Consortium/Image Color Management (ICC/ICM) profile	Provide custom or generic color profiles, if available, for the digital camera or scanner used [e.g., standard Red Green Blue (sRGB)].
C2.T5.24	Exchangeable Image File Format (EXIF) Information	If available, preserve and transfer to NARA the EXIF information embedded in the header of image files (as IIFF tags or JPEG markers) by certain digital cameras (e.g., make and model of the digital camera).
	Web Records	
C2.T5.25	Content Management System	Application used to manage files on the web.